

**Arizona Department of Juvenile Corrections  
General Operating Policy  
Chapter: Management Information Systems  
Rule Information Technology**

**No. GOP 2205  
Effective: 12/28/04  
Replaces 2205,2206, &2207  
Dated: 12/07/98,4/30/04.**

A.R.S. §41-2804, 13-3006	A.C.A. Standard 3-JTS-1F-01	A.A.C
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**Policy:**

Arizona Department of Juvenile Corrections (ADJC) establishes standards for the acceptable use of Information Technology, which include but not limited to ADJC owned or leased computer equipment, software, operating systems, Internet/Intranet/Extranet-related systems storage media, network accounts providing electronic mail, Worldwide Web (WWW) browsing, and File Transfer Protocol (FTP). These standards are based on published statewide Government Information Technology Agency (GITA) policies and procedures.

This policy applies to all users of all equipment, Information Technology, hard ware and software that is owned or leased by ADJC.

Juvenile offenders and/or family members of the client or the employee without written authorization of the respective administrator or respective Assistant Director/Deputy Director/Director are prohibited from having access to ADJC network computers or having access to the offices where these computers are located. The only exception is that ADJC juveniles are permitted access to ADJC computers in a structured educational setting.

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Michael D. Branham, Director

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